

December 10, 1973

Mr. Robert W. Parsons, Jr.
President
The Lillia Babbitt Hyde Foundation
507 Westminister Avenue
Elizabeth, New Jersey 07208

Dear Mr. Parsons:

Let me take this opportunity of introducing myself to you as the newly appointed Executive Director of ASPIRA, Inc. of New Jersey. Prior to coming on board here, I was with ASPIRA of New York for five years, and last held the position there of Assistant Executive Director.

After reviewing the types of reporting to funding sources which we have conducted in the past, I find that it has lacked in providing you with a broad perspective of our programmatic experiences and growth, new findings which alter our methodology or which motivate the development of new program directions, evaluatory studies conducted quarterly, and notice of specific activities which you may wish to attend or tap into. As a result I have designed a reporting structure which I hope will communicate in better fashion what we are all about. The reporting will consist of the following:

1. Annual Program Report.
2. Annual Report on the Examination of Financial Statements (audit).
3. Quarterly Evaluations.
4. Monthly Newsletter and Calendar of Activities.

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5. Notices and invitations to specific programs and events.
6. Copies and announcements of media coverage.

I hope that this list in complementing those reports which you require, will provide you with the kinds of information that will increase your awareness of our program. Let me add that I welcome any suggestions you may have on this. This reporting mechanism will go into full effect beginning January, 1974.

Enclosed please find our annual Report on the Examination of Financial Statements '72-'73. Our Annual Program Report '72-'73 is now being printed. It will be sent to you shortly.

Thank you for your attention.

Sincerely yours,

Frank Puig
Executive Director

FP:mbr

Enc.

cc: Mr. Edward G. Ortiz, Chairman of the Board of Directors
Mrs. Frank L. Bate, Vice-Chairman-Finance